

# **The Bhopal School of Social Sciences, Bhopal**

(An Autonomous Institute Reaccredited  
with 'A' Grade by NAAC)

Affiliated to Barkatullah University, Bhopal



**With effect from 2017-18**

## **SYLLABUS**

For

**Under Graduate**

**B.Com (Honours) First Year**

**&**

**B.Com First Year**

**Department of Commerce**



**Syllabus – B.Com (Honours) – I Year**  
**The Bhopal School of Social Sciences**  
**Financial Accounting**  
**(With effect from 2017-18)**

**UNIT I**

Concept of Double Entry System, Accounting Principles, Journal, Ledger, Trial Balance, Types of Cash Book (One/Two/Three column) Accounting Standards, IFRS- Basics.

**UNIT II**

Final Accounts-with Adjustments, Bank Reconciliation statement, Depreciation Accounting (As per Accounting Standard 6)

**UNIT III**

Single Entry System, Insolvency Accounts, Departmental Accounts, Branch Accounts, *Investment Accounts*

**UNIT IV**

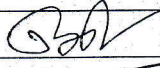
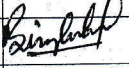





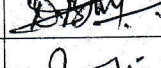

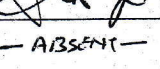
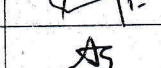

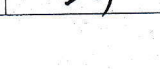

Accounting for Partnership-Basic Concept, Capital Accounts, Accounting Process of Goodwill, Accounting for Admission, Retirement and Death of Partner.

**UNIT V**

Dissolution of partnership, *Dissolution of partnership* with insolvency (*Garner Vs Murray*), Conversion of firm to company. *Amalgamation of Partnership Firm*.

**Recommended Text Books / Reference Books:**

1. Gupta, R.L. and Radhaswamy, M – Financial Accounting, Sultan Chand and Sons, New Delhi
2. Monga, L.R. Ahuja, Girish and Seghal Ashok – Accounting, Sultan Chand and Sons, New Delhi.
3. Khatri - Financial Accounting – Mc Graw Hill
4. Bhattacharya - Ess. Of Fincial Accounting – PHI
5. Shukla M.C. Grwwal T.S and Gupta S.C.- Advanced Accounting – Sultan Chand and Sons New Delhi.
6. Shukla M.C. – Financial Accounting, Sahitya Bhawan, Pub. Agra
7. Dr. P.K. Jain - Financial Accountings.

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	— ABSENT —	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com (Honours) – I Year**  
**The Bhopal School of Social Sciences**  
**Business Mathematics**  
**(With effect from 2017-18)**

**UNIT I**

Average, Ratio and Proportion, Percentage

**UNIT II**

Profit and Loss, Simple Interest, Compound Interest, *Logarithms and Anti Logarithms - Meaning, Definition, Laws of Logarithms and Computation of Log and Antilog.*

**UNIT III**

Annuities, True Discount, Bankers' Discount, *Elementary Matrices – Definitions, Types of Matrices and Calculation.*

**UNIT IV**

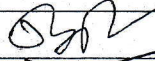
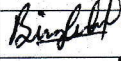





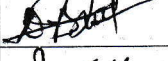

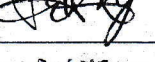
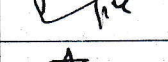

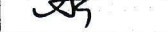

Basic Concepts of Set Theory: Definition, Types, Operations on Sets, Venn Diagram. Simultaneous Equations: Meaning, Characteristics, Types of Calculations

**UNIT V**

Quadratic Equation in one variable inequalities, linear programming (Two variable)

**Recommended Text Books / Reference Books:**

1. S.M. Shukla - Business Mathematics, Prentice Hall of India, New Delhi.
2. Padmalochan Hazarika – Business Mathematics S. Chand & Company, New Delhi.
3. Qazi Zameeruddin – Business Maths vikas publishing house, New Delhi
4. Dr. B.N. Gupta & Dr. V.K.Sharma- Business Mathematics Sahitya Bhawan Publishing house, Agra
5. Soni. R.S, - Business Mathematics with Applications in Business & Economics, Pitambar Publishing Co. Pvt. Ltd, New Delhi.
6. Trivedi Kashyap, Trivedi Chirag, - Business Mathematics, Dorling Kindersley (India), Pvt. Ltd.
7. Holden Kenneth, Pearson A.W. - Introductory mathematics for Economics and Business, Palgrave Macmillan Limited.
8. Das – Buss. Mathematics – Mc Graw Hill

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniell G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	— ABSENT —	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com (Honours) – I Year  
**The Bhopal School of Social Sciences**  
Principles of Management  
*(With effect from 2017-18)*

**UNIT I**

Basics of Management:- Concept and Significance of Management, Evaluation of Management thought, some leading Management thinker, F.W. Taylor, Henry Fayol, Functions of Management and Manager, Business Environment: Economic, Political, Social, Legal and Technical, Social Responsibilities of Manager, *Role performed by a manager, Social Audit, Good corporate governance*, Ethics in management.

**UNIT II**

Planning and Leadership: Nature of Planning, Importance of Planning, Types of plans, steps in planning, Forms of Planning, Limitations of Planning, Management by Objective, Meaning and Functions of a Leader, Characteristics of Leadership, Approaches to Leadership and Leadership Styles.

**UNIT III**

Organization: Meaning, Span of Management, *Factors affecting span of management*, Principles of organizing, Departmentalization, Organization Structure- Formal and Informal Organization, Line & Staff Matrix. Recent trends in CSR, Green Management. Authority, Delegation of Authority.

**UNIT IV**

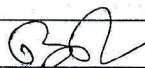
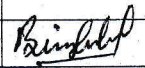



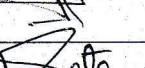


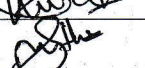






Coordination and Decision Making: Distinction between coordination and cooperation, Need for Coordination, Requisites for Excellent Coordination, Meaning and Types of Decision, Steps in rational decision making. Environment of Decision Making, Difficulties in Decision Making.

**UNIT V**

Controlling and Staffing: Need for Control, Steps in Control Process, Types of Control Methods, Control Techniques, Importance and Need for Staffing, Staffing Process, *Man power planning*, Methods of Staffing, New Trends in Staffing.

**Recommended Text Books / Reference Books:**

1. P.C. Tripathi & P.N. Reddy – Principles of Management- Mc Graw Hill
2. Meenakshi Gupta – Principles of Management – PHI
3. T.N. Chhabra – Principles of Management, Danpat Rai, New Delhi.
4. Koontz – Principles of Management – Mc Graw Hill.

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C		Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com (Honours) – I Year**  
**The Bhopal School of Social Sciences**  
**Business Organisation and Communication**  
**(With effect from 2017-18)**

**UNIT I**

Business Organisation: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions, Social Responsibilities of Business, Promotion of Business: Meaning, Functions, Stages of Promotion, Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership.

**UNIT II**

Company Organization: Meaning, Definition, Formation of Private and Public Company, Merits, Demerits and Types of Companies. Cooperative Organization- Need, meaning, Significance and its merits, demerits. Public Enterprises – concept, meaning, Characteristics, Objectives and significance, Business – Size and Location, Plant layout and Business Combination, *Emerging opportunities in Business: Franchising, Outsourcing and e-commerce.*

**UNIT III**

Introduction – definition, nature, objects, importance of communication to managers, elements of communication, feedback, Dimension and directions of communication, means of communication- verbal communication, *Communication model, Theories of Communication, Audience analysis*, SWOT analysis. Leadership, Motivation, Theories of motivation.

**UNIT IV**

Non-verbal communication, body language, paralanguage, sign language, visual and audio communication, channel of communication, barriers in communication, Written business communication – concept, advantages, disadvantages, importance. Need of business letter and kinds of business letter, essentials of an effective business letter. *Report writing – Introduction to Proposal, Short report and Formal report, Report preparation.*

**UNIT V**

Modern Form of Communication – Fax, E-Mail, Video Conferencing, International Communication for Global Business.

**Recommended Text Books / Reference Books:**

1. Dr. Ramesh Mangal – Business Communication, Universal Pub. Agra.
2. Basu – Buss. Org. & Communication, Mc Graw Hill
3. Jain K Himalaya Publishing House Mumbai
4. Shashi K Gupta Kalyani Publishing NewDelhi

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniell G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	- ABSENT -	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com (Honours) – I Year**  
**The Bhopal School of Social Sciences**  
**Managerial Economics**  
**(With effect from 2017-18)**

**UNIT I**

**Economics – Definitions. Managerial Economics - Concepts and Techniques – Nature and Scope of Managerial Economics, *Difference between Managerial Economics and Economics, Importance of Managerial Economics, Role of Managerial Economist.* Application of Economics in Managerial Decision Making- Marginal Analysis; Meaning and definition of demand Functions of demand, Types of demand, Demand Forecasting. *Utility Analysis, Demand Estimation.***

**UNIT II**

Production function: Types of production function- one variable two variables, Law of return and return to scales, law of variable proportion, isoquant curves and economies of scale.

**UNIT III**

Market Structure- Price and Output decision under different Market Structures, Price Discrimination, Non-Price Competition, Price Determination under Perfect and Monopolistic Market, ***Monopsony – Introduction.***

**UNIT IV**

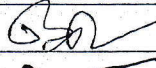
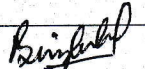


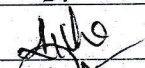

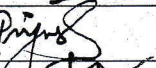
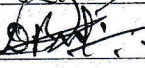
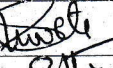
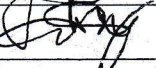
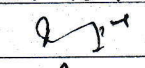
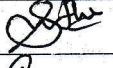
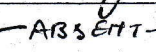


Factor Pricing: Meaning, Definition & types of Rent, Wages, Marginal Productivity Theory.

**UNIT V**

New Economic Policy-1991; ***Three pillars of economic reforms,*** Liberalization, Privatization, Globalization, Impact on Business, Business Cycle, ***Emergence of corporate governance.***

**Recommended Text Books / Reference Books:**

1. Dewett, K.K.- Modern Economic Theory, S. Chand Publication
2. Adhikary, M. – Business Economics, New Delhi, Excel Books.
3. Chopra, O.P. – Managerial Economics, New Delhi Tata McGraw Hill
4. Divedi, D.N – Managerial Economics, Vikas Publication
5. Varshney, R.L. & Maheshwari R.L. – Managerial Economics.
6. Debabrata Dutta – Managerial Economics- PHI

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniell G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C		Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com (Honours) – I Year**  
**The Bhopal School of Social Sciences**

**Macro Economics**

***(With effect from 2017-18)***

**UNIT I**

Macro Economics- Concept, Nature, Importance, Limitations, Difference Between Micro and Macro Economics, Significance. *Types of Macro economics.*

**UNIT II**

National Income- Meaning, Definition and concept, Methods for Measuring National Income in India and its Problems, GDP, GNP and factor cost.

**UNIT III**

*Concept of Rent, Wages and Interest.* Theories of Rent, Wages, Interest and Employment.  
*Comparison between classical and Keynesian theory.*

**UNIT IV**

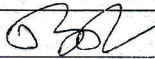
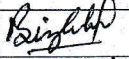



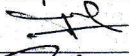
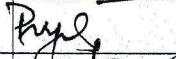
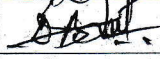
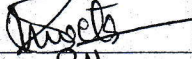
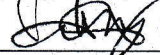


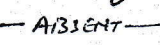


Monetary Theories – Quantity theory of Money, Modern Theory of Money, Keynes's theory of Money and Price. *Concept of Money & Supply & Demand for money.*

**UNIT V**

Recent Industrial Policy, Industrial Growth in Phase II and III disinvestments, Foreign Direct Investment, Regulating Bodies, Finance Commissions NITI Ayog, Roles and Responsibilities. *Foreign Institutional Investment (FII)*

**Recommended Text Books / Reference Books:**

1. M.C. Bias – Vikash Publishing House, New Delhi.
2. Dwivedi – Macro Economics – Mc Graw Hill.
3. B L Ojha R B D Publishing House NewDelhi
4. Mishra & Puri Himalaya Publishing House Mumbai

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C		Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Financial Accounting  
*(With effect from 2017-18)*

**UNIT I**

Concept of Double Entry System, , Accounting Concepts and Conventions .Preparation of Journal, Sub Division of Journal, Preparation of Ledger and Trial Balance, Final Accounts with Adjustments.

**UNIT II**

Introduction to Indian Accounting Standards. Detailed study of AS-6 and 10, Branch Accounts and Departmental Accounts.

**UNIT III**

Royalty, Accounting of Non Profit Making Organisation.

**UNIT IV**

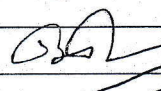
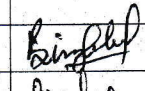
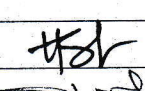


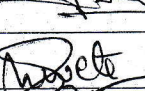
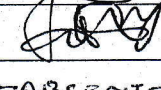
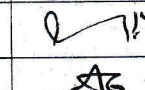
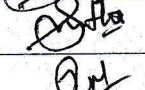
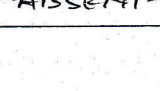
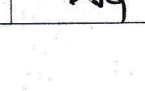
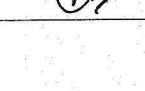


Joint Venture Accounts, Consignment and Investment Accounts.

**UNIT V**

*Partnership Accounts – Basic Concepts, Definitions, Characteristics, Partnership Deed, Maintenance of Capital Accounts (Fixed and Fluctuating ), Methods of Valuation of Goodwill. Dissolution of Partnership, Dissolution with Insolvency of Partner, Amalgamation of Partnership Firms, Conversion of partnership firm into Joint stock Company.*

**Recommended Text Books / Reference Books:**

1. Gupta, R.L. and Radhaswamy, M – Financial Accounting, Sultan Chand and Sons, New Delhi
2. Monga, L.R. Ahuja, Girish and Seghal Ashok – Accounting, Sultan Chand and Sons, New Delhi.
3. Khatri - Financial Accounting – Mc Graw Hill
4. Bhattacharya - Ess. Of Fincial Accounting – PHI
5. Shukla M.C. Grwwal T.S and Gupta S.C.- Advanced Accounting – Sultan Chand and Sons New Delhi.
6. Shukla M.C. – Financial Accounting, Sahitya Bhawan, Pub. Agra
7. Dr. P.K. Jain - Financial Accountings.

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Business Mathematics  
*(With effect from 2017-18)*

**UNIT I**

Ratio- Gaining, Sacrificing Ratio, Proportion, Percentage, Commission, Discount and Brokerage.

**UNIT II**

Simultaneous Equations- Meaning, Characteristics, Types and Calculations, Preparation of Invoice.  
*Quadratic equation in one variable inequalities, Linear Programming (Introduction)*

**UNIT III**

Elementary Matrices- Definition and Calculations, Types of Matrices. *Basic concepts of set theory – Definitions, Types Operation on sets, Venn Diagram.*

**UNIT IV**

Logarithm and Anti Logarithms- Principles and Calculations, Simple and Compound Interest

**UNIT V**

Averages- Simple, Weighted and Statistical Averages Arithmetic mean, Harmonic mean, Geometric mean, Profit and Loss.

**Recommended Text Books / Reference Books:**

1. S.M. Shukla - Business Mathematics, Prentice Hall of India, New Delhi.
2. Padmalochan Hazarika – Business Mathematics S. Chand & Company, New Delhi.
3. Qazi Zameeruddin – Business Maths vikas publishing house, New Delhi
4. Dr. B.N. Gupta & Dr. V.K.Sharma- Business Mathematics Sahitya Bhawan Publishing house, Agra
5. Soni. R.S, - Business Mathematics with Applications in Business & Economics, Pitambar Publishing Co. Pvt. Ltd, New Delhi.
6. Trivedi Kashyap, Trivedi Chirag, - Business Mathematics, Dorling Kindersley (India), Pvt. Ltd.
7. Holden Kenneth, Pearson A.W. - Introductory mathematics for Economics and Business, Palgrave Macmillan Limited.
8. Das – Buss. Mathematics – Mc Graw Hill

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Business Law**  
**(With effect from 2017-18)**

**UNIT I**

Indian Contract Act 1872 – Definitions, Nature of Contract, Offer & Acceptance, Capacity of Parties to Contract, Free Consent and Consideration, Expressly declared void agreement, Performance of Contract,  
***Discharge of Contract***

**UNIT II**

Breach of Contract, Remedies for Breach of Contract, Indemnity and Guarantee Contracts. Special Contracts – Bailment, Pledge and Agency. ***Sale of Goods Act 1932 – Difference between sale and agreement at sale, Unpaid Seller, Doctrine of Caveat Emptor.***

**UNIT III**

Negotiable Instrument Act 1881 – Definitions, features, Promissory Notes Bill of Exchange, and Cheques, Holder and Holder in Due course. Crossing of Cheque, Types of Crossing, Dishonour and Discharge of Negotiable Instruments.

**UNIT IV**

The Consumer Protection Act 1986- Main Provisions, Consumer disputes, Consumer disputes Redressal Agencies. MRTP Act- Meaning, Scope, Importance and Main provision. ***Competition Act 2002 – Main Provisions.***

**UNIT V**

Foreign Exchange Management Act 2000 (FEMA) – Objectives and Main Provisions. Introduction to Intellectual Property Right Act – Copyright, Patents and Trademarks.

**Recommended Text Books / Reference Books:**

1. Singh Avatar ESTERN book company law
2. Kuchal M.C. Vikas Publishing House, New Delhi
3. Bulchandani K.R. Himalaya Publishing House, Mumbai (both medium)
4. Nolakha R.L RBD Publishing House, Jaipur.
5. R.N.S. Pillai & bhagwati S. C, and & company, New Delhi

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year

**The Bhopal School of Social Sciences**

**Business Organisation and Communication**

*(With effect from 2017-18)*

**UNIT I**

Business Organisation: Definitions, Concepts, Characteristics, Objectives, Significance, Components, Functions, Business Ethics, Social Responsibilities of Business, Promotion of Business: Meaning, Functions, Stages of Promotion. Forms of Business Organisation: Detailed Study of Sole Proprietorship and Partnership.

**UNIT II**

Company Organisation: Meaning, Definition, Formation of Private and Public Company, Merits, Demerits. Types of companies. Cooperative organisation : Need, Meaning, Significance and its Merits – Demerits. Public Enterprises : Concept, Meaning, Characteristics, Objectives and Significance. Multinational Corporations (MNC'S) – An Introduction in India. ***Business Size & Location – Plant Layout & Business Combination.***

**UNIT III**

Communication : Introduction, Definition, Nature, Objects, Importance of Communication to Managers, Elements of Communication, Feedback, Dimension and Directions of Communication, Means Of Communication – Verbal Communication, SWOC Analysis.

**UNIT IV**

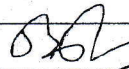
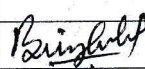
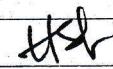
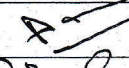


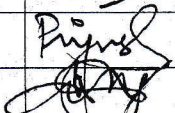
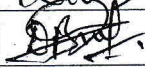
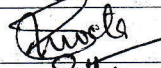


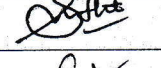
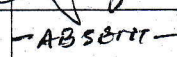


Non Verbal Communication, Body Language, Paralanguage, Sign Language, Visual and Audio Communication, Channels of Communication, Barriers in Communication. ***Communication Model, Theories of Communication, Audience analysis.*** Written Business Communication – Concept, Advantages, Disadvantages, Importance, Need and kinds of Business Letters and Essentials of an Effective business Letters. ***Report writing – Introduction to Proposal, Short report and Formal report, Report preparation.***

**UNIT V**

Modern Forms of Communication – Fax, E-mails, Video Conferencing, International Communication for Global Business. Group Business, Group Communication Network, Preparation of Business survey reports.

**Recommended Text Books / Reference Books:**

1. Dr. Ramesh Mangal – Business Communication, Universal Pub. Agra.
2. Basu – Buss. Org. & Communication, Mc Graw Hill
3. Jain K Himalaya Publishing House Mumbai
4. Shashi K Gupta Kalyani Publishing NewDelhi

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C		Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Micro Economics**  
**(With effect from 2017-18)**

**UNIT I**

Micro Economics – Definition, Meaning, Inductive and Deductive Method. Importance and Limitation of Micro Economics.

**UNIT II**

Law of Demand – Meaning and Definition, Characteristics, Types of Demand, Exceptions of Law of Demand.

**UNIT III**

Elasticity of Demand – Concept, Definition, Importance, Types and Measurement of Elasticity of Demand. Production Function (with One & Two Variables), Economies - Internal and External.

**UNIT IV**

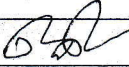
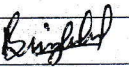





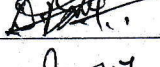

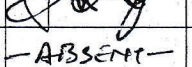




Factors of Production – Land, Labour, Capital, Organization and Enterprise. Cost and Revenue Analysis.

**UNIT V**

Market Structure – Concept, Definition, Characteristics, Classification. Price determination under Perfect & Imperfect competition. Marginal Productivity Theory of Distribution.

**Recommended Text Books / Reference Books:**

1. Modern Micro Economics Koustsohjarji A. Macmillan New Delhi
2. Dr. Jinendra Kr. Jain – M.P. Hindi Granth Academy Bhopal
3. Mishra and Puri – Himalaya Publishing House, Mumbai.
4. P.N Chopra – Kalyani Publishing House, New Delhi
5. D.N. Dwivedi – Vikash Publishing House, New Delhi
6. B.L. Ojha – R.B.D. Publishing House, New Delhi

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	- ABSENT -	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Macro Economics**  
**(With effect from 2017-18)**

**UNIT I**

Macro Economics – Concept, Nature, Importance, Limitations, *Types of Macro Economics*. Difference between Micro and Macro Economics.

**UNIT II**

National Income – Meaning, Definition, Concept, Methods for measuring National Income in India and its Problems.

**UNIT III**

Theories of Wages, Interest and Employment. *Unemployment and its types*.

**UNIT IV**

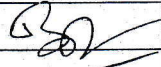
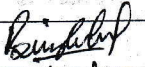

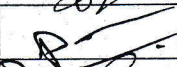
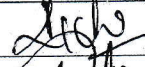


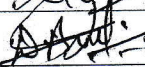


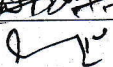

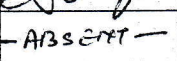


Monetary Theories- Quantity theory of Money, Modern Theory of Money, Keynes's theory of Money and Price. *Keynes contribution*.

**UNIT V**

Recent Industrial Policy, industrial Growth in Phase II and III Disinvestments, Foreign Direct Investment. *Foreign Institutional Investment (FII)*.

**Recommended Text Books / Reference Books:**

1. M.C. Bias – Vikash Publishing House, New Delhi.
2. Dwivedi – Macro Economics – Mc Graw Hill.
3. B L Ojha R B D Publishing House New Delhi
4. Mishra & Puri Himalaya Publishing House Mumbai

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C		Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Income Tax**  
**(With effect from 2017-18)**

**UNIT I**

Income: Meaning, Types, Previous Year, Assessment Year, Assessee, **Gross Total Income, Total Income**, Residential Status and Incidence of Tax Liabilities.

**UNIT II**

Salary – Nature, Classification, Provident Fund, Profit in lieu of salary and retirement benefits, gratuity, pension, computation of Income from salary including retirement and gratuity.

**UNIT III**

House Property – Annual Value, Deduction U/s 24 let out and self occupied house. Computation of taxable income from house property. Income from Business & Profession – Allowed and Disallowed expenses.

**UNIT IV**

Income from Capital Gain – Short term and Long term capital gain. Income from other sources.

**UNIT V**

Exempted Income, Deduction from Gross Total Income U/s 80 C to 80 U. Set off and Carry forward off losses and Computation of Gross Total Income and Total income, **Types of Assessment, Income Tax Authorities.**

**Recommended Text Books / Reference Books:**

1. Income Tax Procedure & Practice – By Dr. Mehrotra & Goel
2. Income Tax Procedure & Practice – By. Dr. Girish Ahuja
3. Income Tax Procedure & Practice – By Saklecha
4. Income Tax Procedure & Practice – By V.K. Singhania

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	—ABSENT—	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Goods and Service Tax  
(With effect from 2017-18)

**UNIT I**

Goods and Services Tax (GST) - Introduction, Historical perspectives, Objectives and advantages and disadvantages.

Central Goods and Services Tax Act / State Goods and Services Tax Act, 2017 (CGST/SGST) - Important Terms and Definitions.

**UNIT II**

Central Goods and Services Tax Act / State Goods and Services Tax Act 2017 (CGST/SGST) - Meaning and Scope of Supply, Exemption from Tax, Composition Scheme, GST Council, GST Network

**UNIT III**

Central Goods and Services Tax Act / State Goods and Services Tax Act 2017 (CGST/SGST) - Levy and Collection of Tax, Time and Value of Supply of Goods and Services, Input Tax Credit, Job Work procedure, Transitional provisions, Computation of GST Liabilities.

**UNIT IV**

Central Goods and Services Tax Act / State Goods and Services Tax Act 2017 (CGST/SGST) - Registration Process, Filing of Returns, Assessment Procedure and Administration, Payment of Tax, Reverse Charge, Tax Refund, **Invoice and Accounts, Assessment and Audit, Collection and Recovery of Tax, Appeals and Revisions, Advance Ruling Authority.**

**UNIT V**

Integrated Goods and Services Tax Act, 2017 (IGST) - Terms and Definitions, Levy and Collection of IGST, Determination of Nature and Place of Supply of Goods and Services, Zero Rated Supply

**Recommended Text Books / Reference Books:**

1. Goods and Service Tax, Prof. C.K. Shah & Prof. S.K. Mangal, RBD Publishing house, New Delhi
2. Goods and Service Tax, Dr. H.C. Mehrotra & Prof. V. P. Agarwal, Sahitya Bhawan Publications, Agra.

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Basics of Foreign Trade  
*(With effect from 2017-18)*

**UNIT I**

Concepts of Foreign Trade (meaning, features, significance), theories of International trade (Adam's Smith, Ricardian theory, Gottfried theory, H-O theory, Leontiff paradox theory), objectives of trade policy and role of foreign trade in economics growth. Difference between Internal and External Trade, Advantages and Disadvantages of Foreign Trade.

**UNIT II**

Balance of trade and balance of payments-components of BOP, factors affecting BOP, corrective measures of BOP disequilibrium, trading blocks-objectives/economic integration, implications or effects of trading block, types, instruments of trade policy- tariffs quantities and statistic.

**UNIT III**

International economic institutions – WTO(objectives, difference between WTO AND GATT-basic principles of GATT,UNCTAD-functions and objectives, IMF-functions, and World bank(IBRD,IDA,IFC,MIGA,ICSID), India's foreign trade in global context.)

**UNIT IV**

Foreign trade policy(2009-14, 2015-20)-objectives, implications, special focus initiative and its control in India. Policy making and institutions-DGFT( functions and responsibilities). Exchange control in India-objectives and definition. *Status holder, Case studies.*

**UNIT V**

Export incentives-duty exemption schemes. EPCG, duty draw backs, Role of commercial banks in foreign trade, deferred payment system, EXIM Bank – *Fund Based, Non-Fund Based Assistance.*  
*Contribution of EXIM in enhancing Indian Foreign Trade.*

**Recommended Text Books / Reference Books:**

1. Foreign Trade Practice & Sales Management – By Mathur, V
2. Foreign Trade Practice & Sales Management – By Verma, P.C

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Indian Foreign Trade  
*(With effect from 2017-18)*

**UNIT I**

Analysis of India's foreign Trade, historical perspective of Indian foreign trade, Trade growth, trade composition and direction assessment of prospects product and markets, *India's trade competitiveness at global level.*

**UNIT II**

Salient features of Indian export-Import policy, export assistance measures, free trade zones and 100% EOUS. *Meaning, Objectives & Incentives offered.*

**UNIT III**

Sources and analysis of foreign trade statistics. Introduction to export promotions, export promotion councils. Concept of Offer Curve, Classical Theory by Adam Smith, Ricardo. Modern theory- Heckscher Ohlin, Leontiff Paradox. Learner's Factor Price Equalisation.

**UNIT IV**

Institutional set up for export promotion product, export development authorities-APEDA, MPEDA. State Trading organizations. Export processing zone, *Objectives of setting EPZ, Facilities & incentives offered to EPZ, 3-Tier system of EPZ.*

**UNIT V**

Special Economic Zone- *Objectives of setting SEZ, who can set up SEZ and its procedure*, Foreign investment policy. Indian joint venture abroad, multilateralism and bilateralism in India's foreign trade, *FDI, FPI, Routes of Investment, Different Sectors.*

**Recommended Text Books / Reference Books:**

1. Foreign Trade Practice & Sales Management – Bhasin , N
2. Foreign Trade Practice & Sales Management – Verma , P. C

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Tourism Concepts and Products**  
*(With effect from 2017-18)*

**UNIT I**

Definition of Tourism, Tourist, Travel and Destination, classification of various types of tourism. Tourism Products. *Typology of Tourist, Psychographic classification of PLOG.*

**UNIT II**

Historical origin of tourism, Social dimensions of travel and tours. Religions of India- Hinduism, Buddhism, Jainism, Islamism and Sikhism. *Various types of Accomodation.*

**UNIT III**

Economic Linkages of tourism, social, political and economic effect of tourism. *Multiplier effects, Demonstrative effects.*

**UNIT IV**

Tourism as an Industry its Positive and negative effect on environment. Nature made and manmade tourism.

**UNIT V**

Tourist destination with special reference of major tourist attraction of Madhya Pradesh- Sanchi, Mandu, Khajarah, Kanha National Park. Ujjain and Bhimbetka. Tour and tour report. MPTDC, Consumer protection Act 1986.

**Recommended Text Books / Reference Books:**

1. Tourism Product of India I.C. Gupta
2. A Cultural History of India A.L. Basham
3. Indian Architecture Percy Brown
4. Travellers Indian H.K. Kaul
5. Tourism concepts and practices Sampad Kumar Swain and Jitendra Mohan Mishra

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	-ABSENT-	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Madhya Pradesh Tourism  
*(With effect from 2017-18)*

**UNIT I**

Madhya Pradesh – Its Geography, Geology, Climate, Flora, Fauna, River and Mountain. *Destination life cycle of M.P.*

**UNIT II**

Brief History of Madhya Pradesh – Ancient, medieval and modern with special reference to tourism perspective. *Business Tourism MICE.*

**UNIT III**

Heritage, Pilgrimage, sanctuaries, national park and fair and Festivals of Madhya Pradesh. *World heritage site in Madhya Pradesh, Use of history in tourism, Monuments & Museums.*

**UNIT IV**


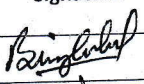
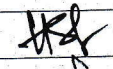
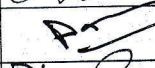


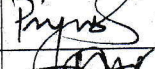
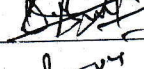

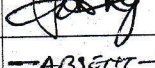
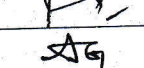
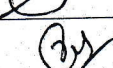


Transport, Accommodation, other facilities and amenities available in Madhya Pradesh.

**UNIT V**

Tourist flow in M.P. and their social and economic impact, role of Government, private and public sector in the promotion of tourism in M.P. Recent Development in Tourism in M.P.

**Recommended Text Books / Reference Books:**

1. Ancient Geography of M.P- Bhattacharya D.K.
2. M.P. Ek Bhogolik Adhyan- Thakur Promila
3. Regional Geography of India(Relavant chapter) - Singh R.I.
4. All district Gazettes of M.P.
5. All the publications of Archaeological Survey of India
6. M.P. ka Puratatvya Sangrah Granth – Sharma R.K.

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Fundamentals of Insurance and Banking**  
*(With effect from 2017-18)*

**UNIT I**

Introduction to Insurance; Purpose and Need of Insurance; Basic principles and Functions of Insurance.

**UNIT II**

Organizational structure and Important activities of Insurance Industry – Different lines of business – Commercial – Health – Life – Property & Casualty – Reinsurance – Risk management.

**UNIT III**

Basics of Banking: meaning, definition, types and functions, Types of customers, Rights & Duties of a Banker. **Banker – Customer Relationship.**

**UNIT IV**

Bank deposits: classification and types. Rules related to Opening and Operations of Bank Accounts, KYC Norms. **Introduction, Constitution and Objectives of RBI.**

**UNIT V**

Principles and Management of Banks – managerial functions, recruitment, selection, training and development, promotion and control of staff.

**Recommended Text Books / Reference Books:**

1. Life Insurance – By Saadhak H
2. Insurance Principles and Practice – By M. N. Mishra

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	— ABSENT —	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Life Insurance  
*(With effect from 2017-18)*

**UNIT I**

Life Insurance – Introduction, Need, Importance, Principles and Characteristics of Life Insurance, Elements of Life Insurance contracts.

**UNIT II**

Life Insurance Policy construction and delivery, Policy provisions, Lapse, Revival, Surrender value, Paid up Policies, Maturity nomination & Assignment, *Factors essential for purchasing a life insurance policy.*

**UNIT III**

Introduction to risk in Life Insurance, Measurement of risk & mortality table. Calculation of premium, payment of bonus, Procedure regarding settlement of policy claims.

**UNIT IV**

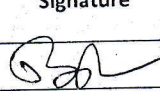
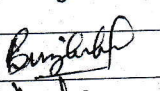
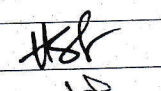
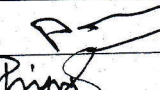

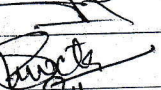
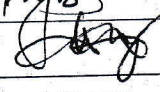
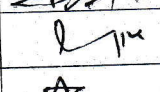
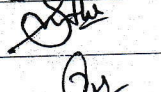
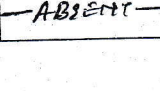
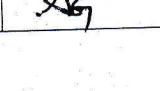
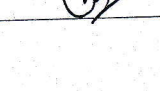


LIC – Objects, Functions, Organisation of LIC, Progress of LIC – development and evaluation. *Different kinds of Life Insurance Policies issued by LIC.*

**UNIT V**

Kinds of basic life policies, Definition of an Insurance Agent, Procedure for becoming an agent, Rights and Working of Agent, *Duties of Insurance Agent.*

**Recommended Text Books / Reference Books:**

1. Insurance Principles and Practice – By M. N. Mishra
2. Insurance Principles and Practices – By Inderjit Singh, Rakesh Katyal & Sanjay Arora Kalyani Publishers, Chennai
3. Theory and Practice of Banking – By Bedi. H.L
4. Banking Law and Practice – By Maheshwari. S.N

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
Advertising - I  
(With effect from 2017-18)

**UNIT I**

Concept and Importance of advertising, Advertising objectives and Advertising function. Types of Advertising, Commercial and Non-commercial Advertising.

**UNIT II**

Advertising media, Different types of media, Media planning, Impact of advertising agencies role, Relationship with clients.

**UNIT III**

Advertising Budget, Factors affecting to advertising expenditure, Ethics and Code of Conduct in advertising.

**UNIT IV**

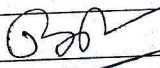
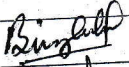







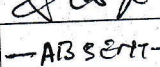
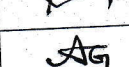


Advertising: Classified and Display advertising. Comparative advertising. Regulatory agencies in advertising (AAAI, ASCI).

**UNIT V**

Advertising message, Preparation of advertising message, Elements: Print copy, Broadcast copy, Copy of direct mail.

**Recommended Text Books / Reference Books:**

1. Aaker David Advertising Management
2. C N Sontakki Advertising Management
3. Mohan M Advertising Management

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	— Absent —	Ms. Anuradha G	AG	Ms. Jyoti M	



**Syllabus – B.Com – I Year**  
**The Bhopal School of Social Sciences**  
**Marketing Communication**  
**(With effect from 2017-18)**

**UNIT I**

Nature and importance of communication, Functions of communication communication Process and its elements, Application of communication, Process in marketing.

**UNIT II**

Steps in developing effective marketing communication, Elements of promotion mix: Personal selling, Public relations, Advertising, Publicity and Sales promotion.

**UNIT III**

Sales Promotion – Meaning, Nature, Objective and Importance, Function and Limitation of Sales Promotion, Types of sales promotion schemes, Consumer and trader sales promotion.

**UNIT IV**

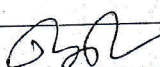
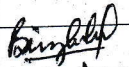

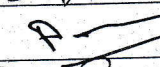

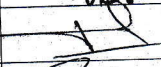
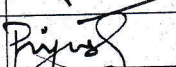

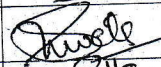





Consumer oriented sales promotion: free sample, discount, gifts, premium pack, contests, price, quantities deals, rebates.

**UNIT V**

Trade oriented sales promotion: discounts and allowances, plant tours packages, gifts, contests, training of retailers / dealers and their staff.

**Recommended Text Books / Reference Books:**

1. Neeraj Kumar Marketing Communication Himalaya Publishing
2. Kirti Dutta Integrated marketing communication Oxford Univeristy Press
3. Richa Gaur Marketing communication and advertising Vayu education of India
4. Kruti Shah Advertising and Integrated Marketing Communication McGraw Hill Education

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
**Fundamentals of Computers and PC Software**  
*(With effect from 2017-18)*

**UNIT I**

**Introduction to Computer System: Definition, Characteristics, capabilities and limitations**, Block diagram, components: mother board, processor, main memory, cache memory, hard disk.

Input devices, Output devices, External storage devices: floppy disk, CD ROM, DVD, USB drives.

Types of software: System software, Application software.

System software: Operating system. Utility programs: anti-virus, disk cleaning, defragmentation, compression and decompression of files.

Application software: examples of commercial software with brief introduction.

Programming Languages: Low-level Language, Assembly Language, Middle Level Language and High Level Language, Compiler, Interpreter, Assembler, Difference between Compiler & Interpreter.

**UNIT II**

Operating system : Definition, Functions of operating system, CUI, GUI, types of operating systems like Single user, Multi-user, Real time, Time sharing and Batch processing, Multiprocessing, Multiprogramming, Multitasking, Distributed processing. Elementary idea of various common operating system prevalent round the world.

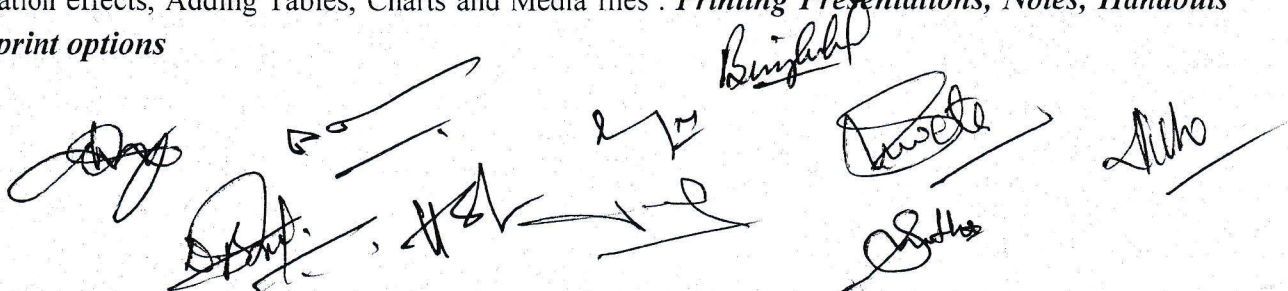
MS Windows: An introduction and its features, desktop, taskbar, files and folders start menu operations, my computer, network neighbourhood, recycle-bin, windows explorer, creating, copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, understanding the OLE features.

**UNIT III**

Introduction to MS-Word: **Introduction , Features and Advantages** of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting Text and Paragraph, Using the Font, Dialog Box, Paragraph Formatting using Bullets and Numbering in Paragraphs, Use of Smart Art, Checking Spelling, Line spacing, Margins, Space before and after paragraph, Mail merge, customizing the ribbon.

Introduction to MS-Excel: **Introduction features and area of use; concepts of Workbook & Worksheets**; Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, using a Range with SUM, Moving and Copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format Cells Dialog box, Using chart wizard to create a chart.

Introduction to MS-Power Point: **Introduction & area of use of** PowerPoint presentation, Slide show, Formatting, creating a Presentation, inserting Smart Arts, Adding Objects, Applying Transitions, Animation effects, Adding Tables, Charts and Media files . **Printing Presentations, Notes, Handouts with print options**





#### UNIT IV

Decision Support System: Importance of Decision support system, limitation, Characteristics of DSS, Decision Support and Structure of Decisions Making Decision Support and Repetitiveness of Decisions, DSS Users.

Expert Systems: Support for decision making phases, Support for the Intelligence Phase, Support for the Design Phase, Support for the Choice Phase, Decision Support and Alternative Concepts of Decision Making.

Management Information System: Introduction, Role of IT, MIS characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

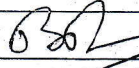
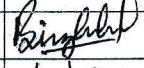



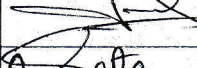


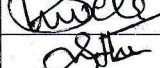
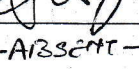
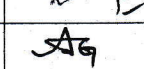
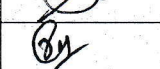


#### UNIT V

Internet: Meaning, Definitions, History, Internet protocols, TCP/IP, FTP, HTTP, URL. Internet Browsers, WWW Consortium, Searchengines. Introduction to Internet Security terminology- network security, firewall, cryptography, password, biometrics, digital signature, digital certificate. Business applications of internet, e-mail, UseNet, newsgroup, telnet, intranet, extranet, e-ticketing, chatting, ***Difference between website and portal.***

E-Banking and its benefits: Smart Card, E-cash, Online financial Services Stock trading, E-broking. E-business Model, Do-it-yourself model, Made-to-Order model, Information Service Model, Emerging hybrid models.

#### Recommended Text Books / Reference Books:

1. Computer Fundamentals by P.K.Sinha
2. Fundamentals of Information Technology by A. Leon & M. Leon
3. Computer Today by Suresh K. Basandra
4. Internet business models and Strategies by Afuah A. & Tucci C.
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.
8. Operating System: Achyut S. Godbole
9. Management Information systems by Gerald V. Post & David L. Anderson.
10. Understanding Computer Fundamentals & Dos by G.K. Iyer

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Danniell G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
**DeskTop Publishing and Multimedia**  
*(With effect from 2017-18)*

**UNIT I**

Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout programs, Introduction to Word Processing. Commercial DTP Packages, Difference between DTP Software and Word Processing Software.

**UNIT II**

Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Typefaces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Typefaces, Printers, Types of Printers used in DTP, Plotter, Scanner.

**UNIT III**

History and Versions of PageMaker, Creating a New Page, Document Setup Dialog Box, Paper Size, Page Orientation, Margins, Different Methods of placing text and graphics in a document. Master Page, Story Editor, Formatting of Text, Indent, Leading, Hyphenation, Spelling Check, Creating Index, Text Wrap, Position (Superscript/Subscript), Control Palette.

**UNIT IV**

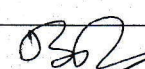
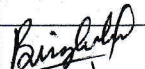
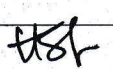
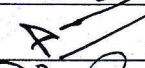

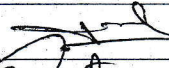
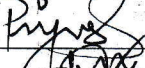
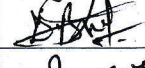
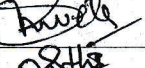

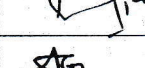
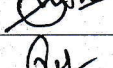


History, Multimedia Elements; Text, Images, Sound, Animation and Video. Text, Concept of Plain Text and Formatted Text, RTF & HTML Text, Image, Importance of Graphic sin Multimedia, Image Capturing Methods, Scanner, Digital Camera, Sound – Sound and its effect in Multimedia, Analog and Digital Sound, Animation, Basics, Principles and use of Animation. Video, Basics of Video,

**UNIT V**

Features of Multimedia, Overview of Multimedia, Multimedia Software Tools, Multimedia Authoring – Production and Presentation, Graphic File Formats, MIDI – Overview, Concepts, Structure of MIDI, MIDI Devices, MIDI Messages.

**Recommended Text Books / Reference Books:**

1. Desktop Publishing on PC by M. C. Sharma
2. Professional in Desktop Publishing by Dinesh Maidasani
3. DTP Courses 2/e by Singh & Singh
4. Multimedia, Computing, Communication & Applications by Ralf Steinmetz
5. Fundamentals of Multimedia by Ze-Nian Li
6. Page Maker – Manual
7. ‘o’ level module m3.2 Desktop publishing & Presentation graphics by V. K. Jain

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	—ABSENT—	Ms. Anuradha G		Ms. Jyoti M	



## Suggested list of exercises for practical

Maximum Marks: 50

### MS-Word

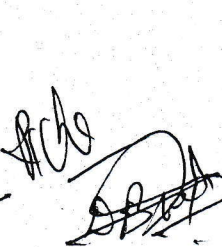
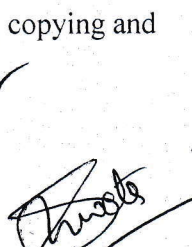
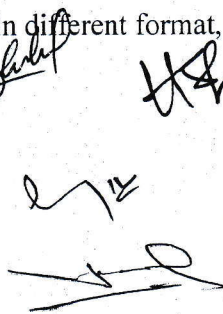
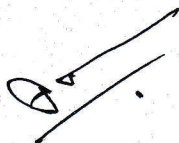
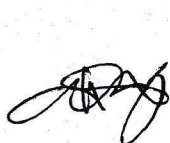
1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

### MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
  - a. Copy an existing Sheet
  - b. Rename the old Sheet
  - c. Insert a new Sheet into an existing Workbook
  - d. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus.  
Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
  - a. Sort data by Name
  - b. Filter data by Class
  - c. Subtotal of no. of students by Class.

### MS Power Point

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, word Art and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.


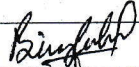


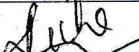

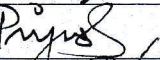

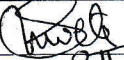

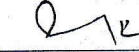

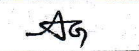
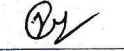




4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

### PageMaker

1. Create a Greeting Card for New Year.
2. Create a Visiting Card.
3. Create your Resume.
4. Create an advertisement for job in well-known firm.
5. Create a Newspaper Report.
6. Create a document by importing Graphic Image from Clip Art.
7. Create a Wedding Card.
8. Type a document using Story Editor.
9. Input a text from Word Document into a PageMaker document.
10. Create a document on Importance of Text Wrap, applying proper font size,

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	— ABSENT —	Ms. Anuradha G		Ms. Jyoti M	



Syllabus – B.Com – I Year  
**The Bhopal School of Social Sciences**  
**Entrepreneurship Development**  
**(With effect from 2017-18)**

**UNIT I**

Entrepreneurship Development – Concepts and Importance, Functions of Entrepreneur, Goal Determination, - Problem, Challenges and Solutions.

**UNIT II**

Project Proposal – Need and Objects – Nature of organisation, Production management, Financial management, Marketing management, Consumer management.

**UNIT III**

Role of Regulatory Institutions – Role of Development Organisations, Self employment oriented schemes, Various growth schemes.

**UNIT IV**

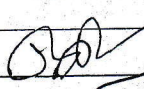
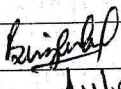
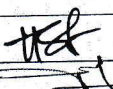
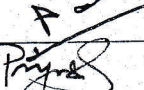

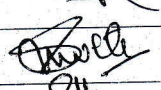
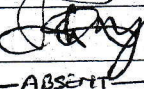
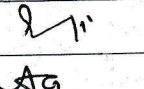
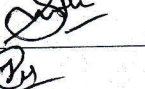



Financial management for project – Financial institution and their role, Capital estimation and arrangement, Cost and price determination, Accounting management.

**UNIT V**

Problem of entrepreneur – Problem relating capital, Problem relating registration, Administration problem and how to overcome from above problems.

**Recommended Text Books / Reference Books:**

1. Entrepreneurship Development - S.S. Khanka
2. Entrepreneurship Development - Milind Kothari

Name of BOS Member	Signature	Name of BOS Member	Signature	Name of BOS Member	Signature
Dr. B M Bhadoriya		Dr. Binoy Arickal		Mr. Nitin Jain	
Dr. A.K. Saxena		Ms. Richa Bhatia		Mr. James M V	
CS Piyush Bindal		Dr. D.B. Singh		Ms. Shweta B	
Dr. Dannel G		Dr. Swapna Pillai		Dr. Smitha Pillai	
Mr. Krishnakant C	ABSENT	Ms. Anuradha G	AG	Ms. Jyoti M	